



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
MANILA

January 5, 1982

MINISTRY ORDER NO. **14**  
Series of 1981

SUBJECT : Creation of the MPWH Committee  
on Microfilming

In compliance with the President's Memorandum to all Members of the Cabinet dated July 1, 1966 and to provide the mechanism of upgrading the MPWH Record Management System for better and effective protection of vital government documents and papers and to speed up the disposal of unnecessary records, the MPWH Committee on Microfilming is hereby created. This Committee is to be composed of the following :

1. Mr. JOSE A. SYJUCO, JR. -----Chairman  
Deputy Minister
2. Mr. TEODORO T. ENCARNACION -----Member  
Assistant Minister for  
Planning
3. Atty. DOMINADOR R. MADAMBA -----Member  
Assistant Minister for  
Legal Affairs
4. JOSE F. DAVID -----Member  
Assistant Minister for  
Administration
5. Atty. NICASIO J. PINTO -----Member  
Assistant Minister for  
Comptrollership
6. RUFINO G. IBAY, JR. -----Member  
Assistant Minister for  
Finance and Management

The Committee shall be responsible for recommending to the Minister appropriate courses of action with regard to the steps to be undertaken in microfilming vital documents and records which will involve the following :

- a) Develop the criteria in identifying the documents and papers which should be safeguarded and preserved.
- b) Formulate the guideline on how to prioritize the type of vital documents that should really be preserved and/or microfilmed.
- c) Finalize the Memorandum of Agreement for Micrographic service with the technological Resource Center.

The Committee shall have the authority to harness the services of officials and employees of this Ministry as may be required to achieve its objectives.

All officials and employees are hereby enjoined to extend their full cooperation to the Committee in the course of their work.

This Order shall take effect immediately.

(circumlocuted)

2/19/82

JESUS S. HIPOLITO  
Minister